



PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, NR14 7WB

Tel: 01508 492182 Email: clerk@poringland-pc.gov.uk

Web: www.poringland-pc.gov.uk



NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend a Meeting of Poringland Parish Council at 7pm on Wednesday 6th April 2022 at Poringland Community Centre. Members of the Public are able to access the meeting [via this Link to the Meeting](#). Those attending the community centre are encouraged to continue to wear face coverings and observe all Covid-19 mitigation measures requested.

The Business to be Transacted is as Follows:

1. Chairman's Welcome

2. To Record Apologies for Absence

3. To Receive Declarations of Interest

4. To Agree Minutes of the Meeting of 2nd March 2022

5. Matters Arising from the Meeting of 2nd March 2022 Including Clerk's Report

6. Adjournment for Public Participation, County and District Council Reports, and Councillors with any Pecuniary Interests

- a) District Council Report (7 minutes)
- b) County Council Report (5 minutes)
- c) Public Participation (15 minutes)

7. Planning

a) To Consider Applications Received

- i) 2022/0532 – 55 Cawstons Meadow: Single storey front extension
- ii) 2022/0534 – Land Adjacent to 14 Old Mill Road: Erection of detached bungalow and garage (Resubmission of 2021/2796)
- iii) 2022/0416 – 7 Hardesty Close: Erection of front porch
- iv) 2022/0471 – 32 The Street: Erection of cart lodge to front
- v) 2022/0542 – 9 Cromes Oak Close: Single storey rear extension and associated works
- vi) 2022/0575 – 34 All Saints Road: Repair and increase height of garden wall
- vii) 2022/0574 – 1 West Green: West first storey extension, balcony and external stairs, new north porch and detached 1.5 bay garage

b) To Note Planning Decisions

- i) **APPROVAL WITH CONDITIONS**
 - a. 2020/1925 - Land South West of Bungay Road: Demolition of existing buildings and construction of a 41 bed care home and 42 care lodges
 - b. 2022/0271 – 30 Uagate: Re-pollard 3x Lime Trees

8. Finance

- a) To Receive Receipts, Payments and Bank Reconciliation for February 2022
- b) Accounts for Payment
 - i. To Agree Accounts for Payment
 - ii. To Agree Accounts for Payment (Councillors with Pecuniary Interests)
- c) To Agree Quotation received from Abbey Memorials regarding work required on the headstones at the Burial Ground
- d) To Agree moving the two maturing bonds into new one-year fixed term bonds

9. To Consider the recommendations of the Internal Audit Review and Agree the Actions to be Taken

10. To Agree Meeting Dates and Advisory Group Membership

11. To Agree to take Ownership of Bowl's Club Trophies

12. To Receive Correspondence from a Parishioner regarding the Resurfacing of the Footpath in Church Close

13. To Receive Updates and Consider Recommendations from Advisory Groups

- a) Community Centre Advisory Group
- b) Jubilee Working Group

14. To Receive Proposal to Close the Meeting for Items 16 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 as it refers to Terms and Conditions of Service of Employment

15. To Receive an HR Update

16. To Agree Date and Time of Next Parish Council Meeting

Wednesday 4th May 2022, 7pm at Poringland community centre unless otherwise advised

Dated 31st March 2022

Assistant Parish Clerk: Lisa Callow

Declarations of Interest

Item 3

Members are invited to declare personal or pecuniary (prejudicial) interests in any items on the agenda. It is a requirement of the Parish Council (Code of Conduct) that declarations from a Member include the nature of the interest and whether it is pecuniary or an interest other than pecuniary. In the case of a pecuniary interest being declared and no dispensation being sought or approved, the Member must disclose the interest and withdraw from the meeting when the item is discussed. If any Member has a public comment and/or reached a predetermined view prior to attending a meeting it could invalidate the Council's decision, therefore the Member concerned cannot take part in any discussion and an interest must be recorded.

Minutes of the Meeting of Poringland Parish Council
Wednesday 2nd March 2022 7pm
Meeting Held at Poringland Community Centre

In Attendance

John Joyce (Chairman)

Ken Aldridge

Sean Curtis

John Henson

David Hewer

Lisa Neal

John Overton

Carl Pitelen

Trevor Spruce

Chris Walker

Also in Attendance:

Also in attendance was Lisa Callow (Assistant Parish Clerk), County Councillor Vic Thomson, and 1 member of the public.

1. Chairman's Welcome

John Joyce welcomed everyone to the meeting and advised that there would be time allocated for public participation under item 6d.

The Chairman invited John Henson to say a few words in recognition of the recent passing of George Shearer, and John Overton following the recent passing of Dave Gudgen.

The Council then held a minute's silence.

2. To Record Apologies for Absence

Tim Boucher (Vice Chairman).

3. Declarations of Interest and Applications for Dispensation

Lisa Neal declared an interest in item 7(a), as a member of South Norfolk Council's Development Management Committee.

John Henson, John Joyce and Trevor Spruce declared an interest in items 8b(ii).

4. To Agree Minutes of the Meeting Held on 2nd February 2022

The minutes of the meeting held on 2nd February 2022 were agreed after a proposal by Chris Walker, and a second by David Hewer.

5. Matters Arising from the Minutes of 2nd February 2022, including the Clerk's report

The Assistant Clerk's report had been previously circulated with the following updates:

- **Kitchen Upgrade.** Following an email from Norfolk Community Foundation the Clerk was able to negotiate an extension of the grant deadline to July 2022, if the money is not spent by this date the Council are likely to lose the grant. Three quotes were originally received and analysed, with queries sent back to two of the suppliers. This needs to be followed up to see if responses were received. The analysis and recommendation can then be sent to the community centre advisory group for consideration.
- **Breakout Office.** The planning application has been approved by South Norfolk Council. The architects have appointed structural engineers on the Council's behalf to carry out the structural calculations and drawings necessary for Building Regulations Approval and construction.
- **New IT Equipment.** The new IT equipment has arrived and been set up, it is remarkably quicker and more efficient than what it has replaced.
- **Removal of Football Goals from Victory Avenue.** The football goals were removed by the date requested meaning no further action was required by the Council.
- **Cleaning Contractors Day.** South Norfolk Council have proposed 18th March as Poringland Cleaning Day to:
 - Carry out a deep clean of pavements, and public areas including the removal of graffiti, chewing gum and other materials that might be present;
 - Remove unwanted posters, stickers or material used to affix signs to lampposts and areas of public realm;
 - Remove any rubbish, litter, weeds and material not expected to be in the public realm;
 - Remove any detritus and material resulting from the work; and
 - Ensure that there is no damage to public realm assets, shop fronts or windows.

6. Adjournment for Public Participation, District and County Councillors, and Councillors with any Pecuniary Interests

It was agreed that standing orders should be suspended.

a) District Council Report

John Overton informed the Council that Gladman Developments Ltd had been purchased by Barratt Developments Plc.

Following a meeting with representatives from South Norfolk Council John Overton reiterated the importance of getting on the District Council's radar regarding the potential grant available for health and wellbeing projects.

Lisa Neal provided the following updates:

- The South Norfolk Council Economic Development Team have done a great job distributing the covid related grant money from Central Government, and from South Norfolk Council with a total of £56m being paid to 3000 businesses.
- A large project has been undertaken in Harleston Town Centre with South Norfolk Council, and Norfolk County Council working with Harleston Town Council to improve pedestrian movement around the town.
- Norwich Research Park is in the process of being rented and the district Council are considering building more units to rent out.
- South Norfolk Council are looking to double the number of electric charging points for cars, and potentially install them for boats.
- The Business Awards ceremony is taking place on 23rd March 2022.
- The South Norfolk Chairman will be lighting the Jubilee beacon on 2nd June, and the incoming Chairman will be planting several oak trees in the district.
- The Big Jubilee lunch is the UK's annual celebration on 5th June for intended street parties and celebrations, each Parish Council can apply for a £200 grant (Town Councils £300) to put towards an event. Other events planned include Jubilee treasure hunts and Platinum Jubilee cycle trails.

b) County Council Report

Vic Thomson will send a comprehensive written report to the Parish Councillors following the meeting, he provided the following updates:

- The procurement of fibre broadband has been completed, therefore it should be known shortly by whom and when this will be rolled out. Everyone on the Framingham exchange will receive it.
- The Parish Partnership bids are due to be discussed at cabinet on Monday 7th March.
- Norfolk County Council has set its 2022/23 budget increase at 2.99%, with 1.99% set by the County Council, and 1% for adult social services allocated to the NHS.
- The Bus Service Improvement Plan is proceeding and looking for grants, it aims to make the service more reliable, punctual, and rurally accessible.
- The annual Recycling Centre Survey is now available for people to complete.
- A reminder that it is the perfect weather for potholes to appear, you can use the County Council's 'report it' app to register any issues.
- Norfolk County Council has invested in two new roles at Norfolk Association of Local Councils dedicated to improving links between Councils.

c) Public Participation

A representative from the South Yare Wildlife Group confirmed the details of the family wildlife activity afternoon being held on 26th March 2022 at the Community Centre. He also reminded everyone of the talk being held on 16th March 2022 about the Claylands Project.

Standing orders were reinstated.

Lisa Neal withdrew from the meeting.

7. Planning

a. To Consider Applications Received

i) 2022/0073 – 4 Revels Burroughs Way – Conversion of garage to annex for disabled member of the family unit with store

Trevor Spruce presented the planning application for consideration. The property is currently a four-bedroom dwelling with ample space to park three cars, which is in keeping with the neighbourhood plan. However, by converting the garage into an annex it will reduce parking availability down to two cars and increase the number of bedrooms to five. The neighbourhood plan stipulates a five-bedroom dwelling should have ample parking for four cars. The road is narrow and therefore on street parking is not ideal or to be encouraged. The Council are sympathetic to the reason behind the application however, should the property be sold in the future, the property will be a five-bedroom house with no guarantees the annex

will continue to be used as originally intended. Trevor Spruce proposed the Council object to the planning application, seconded by John Henson, and all in favour.

ii) 2022/0257 – 24 Lansdowne Drive – Single storey rear conservatory

Chris Walker presented the planning application for consideration. The property is a semi-detached dwelling with the application being a proposed conservatory on the back of the property. Chris Walker proposed no objections to the application, seconded by Trevor Spruce, and all in favour.

iii) 2022/0346 - Land North 1A Norwich Road – Erection of detached three-bedroom chalet bungalow

Trevor Spruce presented the planning application for consideration. The proposed application is for a three-bedroom dwelling with parking for three cars and a turning area. The frontage is approximately 18 metres, and infill applications are supported. John Henson stated the development was cramped and considered it over development of the plot. No objection to the application was proposed by Trevor Spruce, seconded by Chris Walker. Seven Councillor's voted in favour, one against, proposal carried. John Overton did not vote.

b. To Note Planning Decisions

The following decisions were noted:

i) Approval with Conditions

- a) 2021/2688 – 39 Devlin Drive - Conversion of home garage to home office and store
- b) 2021/2580 – Land adjacent to the Bowls Club – Erection of community workshop and associated landscaping

ii) Refusal

None

Lisa Neal Re-joined the Meeting

8. Finance

a) To Receive Receipts, Payments and Bank Reconciliation for January 2022

The receipts, payments and bank reconciliation for January 2022 were noted by council.

b) Accounts for Payment

i) To Agree Accounts for Payment

The following payments were agreed after a proposal by Chris Walker and a second from David Hewer.

Payee	Description	Amount
Staff Salaries and other Contractual Employment Payments (including payments to HMRC and Pension Funds)		£35,409.20
Easy PC	IT Equipment	£3,699.09
Microshade	Hosted IT	£322.50
BT	Landline, Broadband & Mobiles	£292.47
Total Gas & Power	Heat & Light	£975.07
ESPO	Community Centre Gas	£318.24
Norfolk Plumbing	Kitchen Repairs	£116.59
Parish Land Surveys	Topographical Survey	£894.00
Dyno Rod	Annual Maintenance	£174.00
Archidite	Architect Fees - Breakout Office	£480.00
Garden Guardian	Grounds Maintenance	£478.00
Veolia	Waste Removal	£77.47
Vortex	Grounds Maintenance	£557.01
Yare Shipping	Café Consumables	£219.36
Amazon For Business	Café Consumables	£81.91
Unity Multipay Card	Café Stock and Maintenance	£233.44
Squaddie Cleaning Services	Cleaning and Care Taker Duties	£232.50
Pitkin & Ruddock Ltd	Annual Maintenance Contract	£868.80
South Norfolk Council	Premises Alcohol License	£180.00
Vantage Building Control	Breakout Office - Building Regulations	£780.00
Spire Cleaning Services	Cleaning	£178.20
DH Barnes	Topping and Hedge Trimming	£600.00
South Norfolk Council	Dog Bins - Annual Fee	£4,114.32

Payee	Description	Amount
S Raney	Tree Work	£325.00
Viking	Stationery	£98.78
Alcock Lee Partnership	Structural Engineer - Breakout Office	£270.00
Office Water Supplies Ltd	Maintenance	£85.80
	TOTAL	£52,061.75

Trevor Spruce, John Henson and John Joyce left the room.

ii) To Agree Accounts for Payment (Councillors with Pecuniary Interests)

Chris Walker proposed that the following accounts should be paid, seconded by David

Hewer, and carried.

Payee	Description	Amount
Spruce Landscapes	Grounds Maintenance	£1,522.00
John Henson	Expenses - Glue	£7.49
John Joyce	Expenses – Cllrs Recognition	£37.00
	TOTAL	£1,566.49

Trevor Spruce, John Henson and John Joyce returned to the meeting.

c) To Agree Replacement of 8 Fan Scrolls on the Community Centre's Air Conditioning unit

Following the annual maintenance of the air conditioning unit it was recommended to replace 8 fan scrolls costing £2,764 plus VAT. Lisa Neal proposed to accept the quotation, seconded by John Henson, and carried.

d) To Review and Agree the updated Asset Register including any Additions and Disposals made within the year

Prior to the meeting Councillors were provided with a summary of the Asset Register and a list of the additions added within the 2021/22 financial year as at February 2022. Additions for the year totalled £24,875.08, and no disposals were made. Chris Walker proposed to accept the updated Asset Register, seconded by Trevor Spruce, and carried.

e) To Review and Agree the Council's 2022/23 Insurance Renewal

Prior to the meeting Councillors were provided with copies of the Insurance Renewal Proposal and Policy Schedule. It was agreed to accept the three-year agreement with the extension option, quoted at £4,484.18. The Interim Clerk is to check the newly purchased IT equipment is covered on the quote and investigate the insurance requirements for the Bowl's Pavilion now it is to be leased to the Men's Shed. Proposed by Chris Walker, seconded by John Overton, and carried.

9. To Appoint the Interim Clerk as the Council's Responsible Financial Officer

It was agreed to appoint Jimmy Miller, Interim Clerk, as the Responsible Financial Officer. Proposed by John Joyce, seconded by Lisa Neal, and carried.

10. To Review and Agree the Parish Council's updated Risk Register

Prior to the meeting Councillors were provided with a copy of the updated Risk Register. The Chairman gave thanks to the Interim Clerk and Caretaker for the work they undertook to get it up to date. David Hewer proposed to accept the updated risk register, seconded by Chris Walker, and carried.

11. To Review a Request Regarding the Gritting Route to Include Rectory Lane, Ugate and Hall Road

A Parishioner request was received regarding the gritting route on Ugate. The Parish Council wrote to Norfolk County Council last year pointing out that Long Road and Rectory Lane are gritted but the section in-between is not, despite it being on a bus route and having a sharp bend. It was agreed that the Parish Council would write to them again this year requesting that it be added to the gritting route, this was proposed by Chris Walker, seconded by Carl Pitelen, and carried.

12. To Consider Supporting the Civility and Respect Project and the Request for an Early Day Motion for Sanctions

Prior to the meeting Councillors were provided with information regarding the Civility and Respect Project. This was following a request from NALC and SLCC to write to the Local MP asking they back an Early Day Motion to fix a date to discuss this in the House of Commons. The Assistant Clerk provided a draft a letter, it was proposed, to note the Civility and Respect Project and to write to Richard Bacon MP, by John Henson, seconded by David Hwer, and carried.

13. To Consider the Electricity Supply to Men's Shed from the Pavilion

A request from the Men' Shed, asking that the electricity supply to the new building come via the Pavilion and be recharged to them, was received. They have made enquiries with UK Power to have their own supply, however this would be a considerable amount. It was proposed to accept their request by John Joyce, seconded by John Overton, and carried.

14. To Receive Updates and Consider Recommendations from Advisory Groups

a) Amenities Advisory Group

David Hwer provided an update on the outcome of the Amenities Advisory Group with the following recommendations:

- Norfolk Wildlife Trust (NWT) have provided the Council with Site Wildlife Management suggestions. The Amenities Advisory Group recommend NWT services are required with the woodland, new wildflower meadow, and the north pond.
- Proposed work and quotations to remove broken branches from oak trees on the Community Land, and behind the Community Centre.
- Proposed work and quotations to flail woodland, this work would not be actioned until the Autumn.
- Working title naming of the Community Land as follows –
 - The New Wildflower Meadow – Chet Meadow
 - The Four Meadows – Stockings Meadows
 - The Development Land – Platinum Park
- To arrange for signs to be purchased and installed on the new access gates to the land.
- To seek to replace the swings on Mulberry Village Green, with a view to reuse them in any future, long term scheme when replacing all the play equipment.

- To purchase a storage container of no more than 30ft at a cost not exceeding £5,000. This will be located at the Community Centre in the top right hand corner on the grass.
- To research the Parish Council leasing a van, to obtain options and costings including considering the option of an electric vehicle. Proposed John Henson, seconded Chris Walker, all in favour.

Proposed by David Hewer, seconded John Henson, the Amenities Advisory Group update and recommendations were accepted, all in favour.

b) Events Advisory Group

Jubilee Summer Fete / Party in the Park

Following a meeting of the Events Group it was agreed to pursue Saturday 4th June, 1-6pm for the Jubilee Summer Fete / Picnic in the Park. The Events and Bookings officer is now in the process of booking food vendors, and local community groups to take part. An initial budget of £1,000 was requested, noting that Framingham Earl Parish Council are hoping to add a further £500, and both Parish Councils will apply for the District Council grant of £200 each. It was proposed to accept the initial budget request of £1,000 by Chris Walker, seconded by David Hewer, and carried.

Fireworks

The Events and Bookings Officer sought to obtain four quotations for fireworks, however only one was received. This was from the existing provider used last year, and is for a basic twelve-minute display, anything additional the Council may wish to add will be at an additional cost. John Overton proposed to accept the quotation received for a twelve-minute display at a cost of £3,500, seconded by Lisa Neal, and carried.

Carl Pitelen proposed an initial fireworks event budget of £5,000, with any additional costs presented at a future Parish Council meeting, seconded by Chris Walker, and carried.

Community Centre Christmas Lights Switch On

It was agreed that the 2022 Christmas Light Switch On will be held on Sunday 4th December, proposed by David Hewer, seconded by Chris Walker, and carried.

15. To Receive Proposal to Close the Meeting for Items 16 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 as it refers to Terms and Conditions of Service of Employment

It was agreed to close the meeting to the press and public, proposed David Hewer, and seconded by Chris Walker.

The Public Left the Meeting

16. To Receive an Update from the HR Advisory Group

John Joyce provided an HR update.

17. To Agree Date and Time of Next Parish Council Meeting.

This was agreed as Wednesday 6th April 2022, 7pm at Poringland community centre.

The meeting closed at 9.24pm.

CHAIRMAN

Clerk's Update on Matters Raised at Previous Meetings

The following matters have been raised at previous meetings, and updates are noted below for information. This document does not include matters within the agenda.

- **Breakout Office.** Tender invitations went out at the beginning of March with a closing date of 18th March. The architect is currently collating the quotes and chasing some queries he had with the tenders submitted. **Ongoing**
- **Cleaning Contractors Day.** South Norfolk Council carried out their cleaning day on 18th March, areas covered included near the War Memorial, Church and shop, and the bus stop. **Closed**
- **Parish Partnership.** Norfolk County Council have agreed to 3 of the 4 Vehicle Activated Signs requested in the funding application form submitted by the Parish Council. Norfolk County Council aim to deliver the scheme in the 2022/23 financial year. They have requested payment of £10,246.50 to be made as soon as possible. (See letter attached) **Ongoing**
- **Purchase Ledger Software.** The new purchase ledger software has been purchased. The Assistant Clerk and Project Officer completed a training course on 31st March in readiness for it to go live from 1st April. **Closed**
- **Internal Audit.** The Internal Audit has been completed. The Interim Report has been included on the agenda for consideration and to agree any action points. **Ongoing**

Ongoing Items with No Further Update:

- **Kitchen Upgrade.** Following an email from Norfolk Community Foundation the Clerk was able to negotiate an extension of the grant deadline to July 2022, if the money is not spent by this date we are likely to lose the grant. Three quotes were originally received and analysed, with queries sent back to two of the suppliers. This needs to be followed up to see if responses were received. The analysis and recommendation can then be sent to the community centre advisory group for consideration. **Ongoing**
- **Carr Lane.** Norfolk County Council is working to create a plan of this area to determine what areas of Carr Lane are the responsibility of highways or landowner. **Ongoing**
- **Mulberry Playing Field Drainage.** The topography report has been completed and engineering companies are to be approached to design a scheme which will alleviate the flooding on the Mulberry Playing Field. **Ongoing**
- **Mulberry Play Area Repairs.** The urgent repairs have been completed. Prices will be sought for the non-urgent repairs for this area and Victory Avenue. **Ongoing**
- **New Play Areas.** The non material amendment planning application from Norfolk Homes to change the design of the open space in area D has been approved by South Norfolk Council to change the design of the Area D play area. Big Sky has incorporated some sensory play

boards into their new design which has taken on a new aspect of accessibility in this proposed play area. **Ongoing**

- **Overtons Way Planning Appeal.** A response to the Planning Inspectorate has been sent on behalf of the Parish Council, emphasising the status of the Poringland Neighbourhood Plan and the plans lack of conformity with several of the policies within. **Ongoing**
- **Notice Board at the Memorial Garden.** This has been ordered and is on a 12-14 week lead in time. **Ongoing**
- **New Gates at the Community Land.** The new gates have been installed. Signage is to be attached to the gates advising parishioners that this land is now the responsibility of Poringland Parish Council. **Ongoing**

Lisa Callow
Assistant Clerk to the Council
31st March 2022

Poringland Parish Council

Bank - Cash and Investment Reconciliation as at 28 February 2022

<u>Confirmed Bank & Investment Balances</u>		
<u>Bank Statement Balances</u>		
28/02/2022	Unity Trust	344,365.47
28/02/2022	CCLA	40,000.00
28/02/2022	Cambridge & Counties 120 Day	78,009.52
28/02/2022	Charity Bank	85,862.51
28/02/2022	Hampshire Trust Bond 1	55,000.00
28/02/2022	Hodge Bank	22,000.00
28/02/2022	Nationwide Instant Access	121,917.17
28/02/2022	Santander Bond 1	60,453.04
28/02/2022	United Trust	50,000.00
28/02/2022	Unity Trust Deposit	146,220.54
28/02/2022	Multipay Card	0.00
28/02/2022	Petty Cash	23.19
		1,003,851.44
<u>Other Cash & Bank Balances</u>		
		450.00
		<u>1,004,301.44</u>
<u>Unpresented Payments</u>		
		19,808.08
		<u>984,493.36</u>
<u>Receipts not on Bank Statement</u>		
		579.64
		<u>985,073.00</u>
<u>Closing Balance</u>		
		<u>985,073.00</u>
<u>All Cash & Bank Accounts</u>		
1	Current	325,137.03
2	Bonds & Savings	659,462.78
3	MultiPay Card	0.00
4	Petty Cash	23.19
	Other Cash & Bank Balances	450.00
	Total Cash & Bank Balances	<u>985,073.00</u>

